

## **SUMMER INTERNSHIPS AVAILABLE AT THE DEPARTMENT OF HUMAN SERVICES**

The Department of Human Services is seeking College students for summer employment for the following assignments:

**Summer Intern (Clerical)** – duties include general office support, administrative tasks such as answering telephones, photocopying, filing, data entry/database work, and other related duties. This assignment requires strong computer skills, proficiency in typing, a professional manner, and the capacity to perform administrative tasks of increased complexity.

**Summer Intern (Policy)** – duties include general assistance with Human Services policy and program planning, and may include special research projects. Also, may involve some data collection, entry and analysis, and other related duties as required. This assignment requires strong computer skills, the ability to exercise independent judgment and exceptional written and verbal communication skills.

Interns will receive \$9.00 per hour (no fringe benefits). Full-time schedules are preferred; however, part-time schedules may be available. **Must be a College student or matriculated for the Fall of 2012.**

Send resume or State Application form (available at <http://www.dlt.ri.gov/JobsRI/statejobs.htm>) to Maria Morrison, 55 Howard Avenue, Benjamin Rush Bldg, 2<sup>nd</sup> floor, Cranston, RI 02920. Please indicate “DHS Summer Internship,” on cover sheet or letter of interest, along with preference, if any, of Clerical or Policy assignment.

**Deadline for receipt of resumes/application has been extended through Thursday, May 31, 2012 at 4:00 pm.**

**\*\*\*Previous applicants need not reapply.**